



Course Syllabus: Social Sciences 1T03 (Fall 2020)

Life, The University, and Everything

Instructor Information

Dr. Mark Busser, bussermp@mcmaster.ca
Office Hours: TBD on Zoom via link on [Avenue to Learn](#)

Lecture Sessions ('C01')

C01: Tuesdays @ 11:30 on Zoom (See Below)

Course Description

The purpose of this course is to give you a foundation in the Social Sciences and the skills you need to succeed at university. This course combines synchronous and asynchronous elements. 'Virtual' class time will also be used to build important university skills, such as critical and reflective thinking, study habits, time management, and conflict resolution. Active learning will be a key component of the course, giving you the chance to interact with materials and peers rather than being an audience member. This design will also help you to meet new people and make connections with the Faculty of Social Sciences, McMaster University, and the broader Hamilton area.

Intended Learning Outcomes

Upon successful completion of this course you will have demonstrated the ability to:

- 1) Apply the foundational skills and habits necessary for a success in university classes.
- 2) Familiarize yourself with the range of subjects in the Faculty of Social Sciences.
- 3) Confidently compose and peer edit written and research assignments.
- 4) Demonstrate academic integrity by using, citing, and quoting academic sources.
- 5) Develop an academic plan that meets your particular interests and needs.
- 6) Engage actively as a participant in interactive lectures & active-learning tutorials.
- 7) Manage your time, workload, and life responsibilities & solve academic problems.
- 8) Make connections with peers at McMaster and in the community.

Expected Time Commitment

As a general rule, in a university class, for every hour of scheduled in-person contact time, you should also budget 1-2 hours per week for reading, preparation and homework. In this course the recommended time budget is:

- Classes & Tutorial: 3 hours per week x 12 weeks
- Reading & Study: 3 hours per week x 12 weeks
- Assignments: 1-3 hours per week x 12 weeks

If you find yourself unable to meet these commitments during the term, please [contact me](#).

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Tutorial Sessions (T01, T02, etc.) and TA Information

Each week your course experience will begin with about one **(1) hour of online multimedia content** and activities, which you are required to complete asynchronously, meaning at any other time of your choice, prior to your section meeting.

The second component of this blended learning class is a **two (2) hour virtual tutorial section**. This scheduled weekly tutorial, held on Zoom, will be your major synchronous commitment for this course. Traditionally held in person, this two-hour block will be adapted for Fall 2020 online:

- *At the start time:* 30 minutes of online preparation, setting up the activities to come;
- *On the hour:* 60 minutes or so of activities, breakout discussions, workshops, etc.;
- *On the second hour:* 20 minutes of informal discussion, TA support or chat;

With guidance from a tutorial leader, you will apply the online material through discussion, active learning, and experiential activities. Each week will also focus on foundational skills required for success in university. In order to successfully participate in these activities, it is important that you complete the online course requirements and log on to your section prepared to discuss and interact with the course material. These tutorials are **not interchangeable**. It is important that you attend your assigned section. Zoom links will be available on Avenue to Learn. This semester's tutorial times are:

T0#	Tutorial Time	TA Name	TA Email
T01	Mondays 13.30-15.20	TBD	TBD
T02	Mondays 11.30-13.20	TBD	TBD
T03	Fridays 14.30-16.20	TBD	TBD
T04	Fridays 11.30-13.20	TBD	TBD
T05	Thursdays 16.30-18.20	TBD	TBD
T06	Thursdays 08.30-10.20	TBD	TBD
T07	Wednesdays 16.30-18.20	TBD	TBD
T08	Wednesdays 10.30-12.20	TBD	TBD
T09	Wednesdays 08.30-10.20	TBD	TBD
T10	Tuesdays 16.30-18.20	TBD	TBD
T11	Tuesdays 12.30-14.20	TBD	TBD
T12	Mondays 16.30-18.20	TBD	TBD

Textbooks and Course Material

Only one textbook will be required for this course:

- Haig and MacMillan, *Cites and Sources* (6th Edition). Nelson Canada
- This book is available in physical copy (9780176921286) and in eBook format
- You can purchase your book from the McMaster [Campus Store](#)

Online material will consist of:

- Original web-based guest lecture videos developed for this class;
- Online articles and media (accessible at no cost via Avenue to Learn (A2L));

Accessing Avenue to Learn

In this course we will be using 'Avenue to Learn' to organize our online content. Details on Avenue to Learn and other course policies are explained on pages following in this course outline. It is worth knowing the URL for Avenue to Learn: <http://avenue.mcmaster.ca>

Course Syllabus

This document is the course outline or 'syllabus' for Social Sciences 1T03. At universities, the syllabus document plays an important role in setting out expectations for students, TAs, instructors, and administrators. Don't take it for granted or ignore it. Instructors really want you to read it. Be sure to read the syllabus in each of your courses carefully. When using email or attending meetings, aim to ask **informed questions** by first consulting the syllabus, the course website, and any other sources of information.

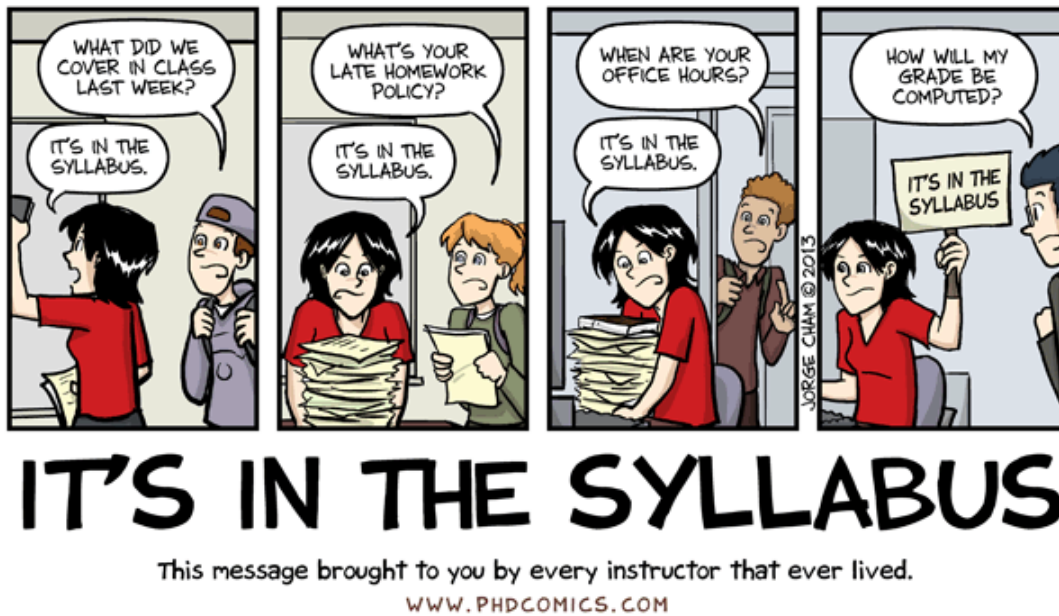


Figure 1 - Cartoon Used by Permission: "Piled Higher and Deeper" by Jorge Cham

Evaluation Breakdown

Digital Engagement (10%)

A portion of your grade will be earned by engaging with the online materials on a regular basis, *outside* of tutorial or lecture hours. A folder for each week will appear on Avenue to Learn guiding you through opportunities to show thoughtful interaction with the online content. Your overall pattern of engagement will be assessed at the end of the course (See 'Pattern Evaluation', below). This grade component comprises the following elements:

- **Lecture Material:** Attend Tuesday (C01) lectures live OR complete the 'video quiz'.
- **Access Course Content:** Work through materials on Avenue to Learn.
- **Review Online Lessons:** Complete the online skills-based lesson modules.
- **Pass the Practice Quizzes:** Earn a passing grade on weekly practice quizzes.
- **Complete Program Spotlights:** Review program materials and

To maximize your 'digital engagement' score, navigate to the Content section of our Avenue to Learn course, and work through all materials, starting with the top element in the Week 1 folder. Work your way down the list of content as new materials appear, and when you are done with everything in one Week folder, move on to the next.

Weekly Tutorial Participation (20%)

Attending the scheduled weekly tutorials regularly is an essential requirement of your engagement with the course. In-class activities have been designed to be engaging and to include a focus on skills and issues not covered in the online content.

Active participation is integral to success in any course but is an essential requirement for this course. Your participation grade will be evaluated based on the overall pattern of your contributions to discussion, group work, and completion of in-tutorial exercises. You will be given many opportunities to engage actively throughout the tutorials, and while you need not take every opportunity, well-rounded contribution across several dimensions of the course will be necessary to earn an exceptional mark here. (See the course policy on 'Pattern Evaluation', below.) This grade component comprises the following elements:

- **Join the Zoom Session:** A large part of success is just showing up!
- **Respond to Digital Polls:** Share your perspectives via Zoom's polling feature.
- **Discuss Topics Using Voice or Chat:** Use your microphone or keyboard to participate.
- **Collaborate in Breakout Rooms:** Connect with small groups within the Zoom meeting.
- **Submit Collaborative Exercises:** Complete a team activity, exercise or worksheet.

On the occasion that you are not able to participate in a given tutorial session due to connectivity, accessibility, illness, or pandemic-related issues, please self-report your absence and complete alternate activities by navigating to Resources > Surveys > Missed Tutorial Report. Please complete this step within 24 hours of your missed tutorial. Completing the report will unlock access to alternate activities, requiring you to participate in online Discussion and to complete an individual Assignment.

Weekly Skill Tasks (20%)

Each week you will be asked to schedule some time to accomplish a minor but worthwhile task. These will typically be designed to assist you in your overall university experience or show that you have engaged with the week's content. (For example: develop a schedule of your weekly classes and tutorials; plan out your assignments across the term; plot out your exam schedule and identify study times, and so on.)

Time-management, workload pacing, and problem-solving skills are an intended element of this course component. Please note that Task 1 must be completed before Task 2 – even if Task 1 is completed late. Access to the Task 2 digital folder will be 'hidden' until Task 1 is completed. The same is true for Tasks 2, 3, 4 and 5 because those tasks are crucial for success.

There will be 12 opportunities to complete these tasks on time, and each time you complete one, on-time, with satisfactory effort, you will earn a full 2% mark (on a pass/fail completion basis) to a maximum of 20 marks. Late or unsatisfactory submissions will be given part marks. Although there will be two more opportunities for on-time completion than you need, please aim to complete them all, saving any non-completion for illnesses and emergencies. Please Note: Because of the structure of these opportunities, MSAF submissions will not be accepted for these tasks, though consideration can be given for issues documented at the Faculty Office.

Online Tests (2 x 10% = 20%) and Modules

There will be two (2) online tests in this course. They can be written at a time and place of your choosing within a Friday-Saturday-Sunday window before the deadline. Each of these two tests focuses on key research skills, writing, citation, editing, and other core academic skills.

Each test will be cumulative, covering course content from previous weeks. Each of these two tests will be worth 10% of your course grade (for a total of 20%). The tests are for individual completion (not collaboration) and will cover module material as follows:

- Test 1 Covers: Modules from Weeks 1-4 (See Course Schedule, Below)
- Test 2 Covers: Modules from Weeks 6-11 (See Course Schedule, Below)

In order to build your skills and prepare for these tests, a series of online modules will be assigned throughout the course, and should be completed regularly for participation credit:

- One (1) SOCSCI modules introducing the Faculty of Social Sciences at McMaster.
- Three (3) BASICS modules covering citation, source integration, and source synthesis.
- Two (2) ESSENTIALS modules covering academic sources and library searching.
- Four (4) WILES modules covering writing, grammar, punctuation, and editing.

You will typically be asked to complete one of these modules during each week of our course. Each module will be broken up into two parts: a 'Lesson' module aimed at introducing key information and question types, and a 'Practice Quiz' component aimed at reinforcing your knowledge. Doing the Lesson 'unlocks' the Practice Quiz. Neither your score on the 'Lesson' nor your score on the 'Practice Quiz' component will count towards your course grade. You, are expected, however, to unlock and complete the weekly modules before tutorial each week. Module completion is expected and rewarded as a part of your 'Digital Preparation' score (see above). Further information on the modules and tests will be covered in class and tutorials.

Annotated Bibliography (20%)

You will be asked to research an issue related to people's experiences at university, and to develop an annotated bibliography showcasing three (3) academic sources. An annotated bibliography is a type of assignment that includes the properly-formatted bibliographic information for each source, supplemented by the student's own thoughtful commentary and highlighting of key insights, quotations, and summaries. Full details on how to compose this assignment will be posted on Avenue to Learn. For the due date, see the course schedule, below. Some of the topics you might investigate are:

Table 1: Sample Research Topics

<ul style="list-style-type: none">• Gender Dynamics in Higher Ed.• Learning Styles and Study Habits• Diversity and Inclusion on Campus• Students and Part-Time Work• Privilege and Disparity on Campus• Residence Life and Student Success• First-Generation Students• Sex on University Campuses	<ul style="list-style-type: none">• Note-Taking Strategies• Role of Computers and Devices• Plagiarism Outside of the University• Post-Graduation Employment• Accessibility on Campus• Gender & Academic Program Selection• Student Health and Nutrition• <i>Or another topic, with TA consultation</i>
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Final Reflection (10%)

Towards the end of the course you are asked to compose a final reflection focusing on your experience in first semester, your insights about the role of the social sciences, and your tentative plans for program selection in your second year and beyond.

In addition to reflecting your plans, hopes, and aspirations, this assignment will incorporate some minimal degree of interaction with scholarly materials of your choice, from any course or context, that you have found inspiring, intriguing, or motivating during your first semester. It will provide a small but meaningful chance to demonstrate mastery of citation, quotation, and source integration skills. (For due date, see the course schedule, below.)

Final Exam (None)

There is **no final exam** for this course.

Course Schedule

Note: Schedule Details May be Subject to Change (if in the Best Interest of Students).
Any Changes Will be Announced in Tutorial and on Avenue to Learn
And an Updated Syllabus Will be Posted on Avenue.

Week	Social Science Program Spotlight	Tuesday CO1	Tutorial Skills	Major Assignments
1 Sept 8-11	<i>Faculty of Social Sciences</i> – What is Social Science and why is it important in the 21 st Century?	C01 @ 11:30	<i>[No Tutorials]</i>	Begin Weekly Tasks (20%) and Digital Engagement (10%)
2 Sept 14-18	<i>Indigenous Studies</i> - learning about and working with Canada's first peoples.	C01 @ 11:30	<i>[No Tutorials]</i>	
3 Sept 21-25	<i>Health Aging and Society</i> - studying health and/or aging from a multi-disciplinary perspective.	C01 @ 10:30	Week 3 Tutorial: Building a Tutorial Community	Begin Tutorial Participation (20%)
4 Sept 28 to Oct 2	<i>Society, Culture & Religion</i> - understanding humankind and human visions of reality.	<i>[No Class]</i>	Week 4 Tutorial: Source Integration	Online Test #1 (10%) Available starting Friday 5 pm until Sunday, Oct 4 th at 11:59 pm.
5 Oct 5- 9	<i>Labour Studies</i> - examining workers and their work.	C01 @ 10:30	Week 5 Tutorial: Career Pathways and Career Planning	
Break	Mid-Term Break Oct 14-18	<i>[No Class]</i>	<i>No Tutorials</i>	
6 Oct 19-23	<i>Anthropology</i> - the exploration of the archaeological, physical, and cultural aspects of human and social being.	C01 @ 11:30	Week 6 Tutorial: Problem-Solving and Student Conduct	

Week	Social Science Program Spotlight	Tuesday CO1	Tutorial Skills	Major Assignments
7 26 – 30	<i>Social Work</i> - exploring the connection between private troubles and public issues.	[No Class]	Week 7 Tutorial: Mental Health, Time Management & Supports	
8 Nov 2-6	<i>Social Psychology</i> - examining the relationship between individuals and society. <i>Psychology, Neuroscience and Behavior</i> - the science of the brain and behavior.	C01 @ 11:30	Week 8 Tutorial: Finding and Using Academic Resources and Books	
9 Nov 9-13	<i>Economics</i> - exploring both micro and macro-economics, from the behavior of individuals to global economies.	[No Class]	Week 9 Tutorial: Student Finances and Financial Literacy	Annotated Bibliography (20%) Due Sunday, November 15 th by 11:59 p.m.
10 Nov 16-20	<i>Sociology</i> - the study of individuals, groups, patterned behaviors, social processes and social institutions.	C01 @ 11:30	Week 10 Tutorial: Stress Relief and Self-Care	
11 Nov 23-27	<i>Political Science</i> - studying the nature of politics, power and the institutions of governance in countries and internationally.	[No Class]	Week 11 Tutorial: Social Issues, Campus Culture, & Disagreement	Online Test #2 (10%) Available starting Friday 5 pm until Sunday, Nov 29 th at 11:59 pm.
12 Nov 30- Dec 4	<i>Human Geography & Environmental Studies</i> : a geographic perspective on social and cultural phenomena.	C01 @ 11:30	Week 12 Tutorial: Campus, the City, and Community	
13 Dec 7-9	Post-Tutorial Week	C01 @ 10:30	[No Tutorials]	Final Reflection Due: Sunday, December 11 th by 11:59 pm. (10%)

University and Course Policies

Please note that University-wide policies are marked with an asterisk (*) in this section.

Student Expectations

Here are some key principles that should guide your approach to this course:

- *Engage.* This is a virtual, synchronous class with online elements. Building community and engaging with others is important. In this unique semester, alternate methods for engaging will be available where necessary. But please do stay engaged either way.
- *Do Your Due Diligence:* Hope for the best but prepare for the worst. Expect that there will be weeks during the semester when you are sick, dealing with personal issues, or otherwise burdened by unusual circumstances. Plan ahead and adopt skills that will help you stay afloat through the hard times.
- *Stay in Touch:* Don't disappear on us. If you hit problems, please let somebody know, whether it is the instructor, a T.A., or an academic advisor in the KTH Faculty Office.

Please Report Tutorial Absences: Because this is a participation and attendance-based course, please let the instructional team know if you must miss an in-person session. If you must miss a C01 class session, please do review the video lecture posted online and complete the associated quiz feature. If you must miss a tutorial, please self-report your absence and complete alternate activities by navigating to Resources > Surveys > Missed Tutorial Report. Please complete this step within 24 hours of your missed tutorial. (See 'Tutorial Participation', above.)

Assignment Formatting

Written assignments should be typed and double-spaced, with standard one-inch margins and 12-point font. Please include your name and student number in the document.

Late Penalties

A late penalty of **3% per calendar day** (weekends included) will be applied to late assignments (the Annotated Bibliography and Final Reflection) submitted after the due date. Contact the instructor if there is a foreseeable problem or difficulty in your life that may make handing work in on time difficult. With advance notice and planning, a far greater range of adjustments can be made. See below for policies related to illness, emergencies, and accommodations.

Pattern Evaluation

Many components of this class will be marked based on a 'pattern evaluation' approach, which focuses holistically on the overall pattern of interaction (i.e. the 'forest') and avoids nit-picking the completion of any individual items (i.e. the 'trees'). In practice this means that there is no need to 'make up' credit for a single missed class session, tutorial session, or online element – besides, there is no easy way to replicate those elements. Focus instead on the remaining opportunities to enhance your overall pattern. Of course, if you need accommodation or special consideration for ongoing issues that may affect your overall pattern of interaction in this course, please contact the instructor, and seek guidance from an academic advisor.

Requests for Relief for Missed Academic Term Work - McMaster Student Absence Form (MSAF)*

In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the [Undergraduate Calendar](#): “Requests for Relief for Missed Academic Term Work”.

Course Policies on McMaster Student Absence Form (MSAF)

About the MSAF: The MSAF is an on-line self-reporting tool for reporting missed academic work. The MSAF gives you the ability to request consideration for missed work (worth less than 25% of the final grade) due to illness, injury or personal issues lasting 3 days or less. You must use the tool on MOSAIC to report your absence. This form should be filled out as soon as possible after your absence.

MSAF Limitations: You may submit only 1 MSAF per term without supporting documentation. An MSAF cannot be used for any final examination.

MSAF Follow-Up E-Mail: By university policy, in order to arrange for MSAF accommodation, you must e-mail the instructor as soon as possible after submitting your MSAF form. It is YOUR responsibility to **follow up with your instructor** immediately (within 48 hours of submitting the MSAF) in person or by email regarding the nature of the relief that may be possible for the missed work. Whether consideration is given for missed work, and the type of consideration provide, is the decision of the instructor. Your message to the instructor should include the following information:

- 1) If the missed work was an assignment, explain the work that you had completed before your absence and any work you have completed following your absence.
- 2) Propose a new deadline to submit the assignment, or, for tests, identify blocks of time when you are available to complete the assignment outside of class time.
- 3) Your tutorial number, TA's name, student number, and McMaster email address.

MSAF Privacy: You must not submit any medical or other relevant documentation to your instructor or TA. Neither instructors nor TAs may ask you for such documentation. You are not required to share the details of your medical or personal situation with any instructor.

Making Up Work: In this class, instructors and TAs will not drop missed work or re-weight assignments when the MSAF is used. Accommodations will be made so that missed work can be completed at the student's earliest possible convenience. For tests, this will typically be in the three-day period following the student's absence. For written assignments, this will typically mean a 3-day reprieve from late penalties.

Longer or Successive Absences: For absences longer than 3 days, for reasons other than illness or injury, or for missed work worth 25% or more of the course grade, you must contact the Faculty of Social Sciences office to request an MSAF exception link. You will be required to provide appropriate supporting documentation to the Faculty office before an exception link with be approved (see below). You may also be required to meet with an academic advisor.

Course Policy on Special Consideration (Not Covered by the MSAF)

Please note that as outlined the [Undergraduate Calendar](#): “Requests for Relief for Missed Academic Term Work”, self-reporting MSAF tool cannot be used for assignments worth 25% or more, or for periods of absence exceeding 3 days.

If you experience a medical, health or other personal emergency which complicates the submission of your assignment, and the MSAF does not apply, please take the following steps:

1. Seek support for your emergency issue.
2. As soon as you are safely able to do so, please submit your incomplete draft work, rough notes so far, etc. to the relevant assignments folder on Avenue as a placeholder for your submission, and include a note explaining that it is an emergency placeholder submission.
3. Connect with your Faculty Office (e.g. for Social Sciences Students, [Academic Advising](#)); this is the place to bring medical or other confidential documentation and to arrange for the practical (not private) details to be communicated to your instructor.
4. Contact the course instructor as soon as possible once you have visited your faculty office to discuss practical (not private) details of your situation and plan next steps.

Based on the information available, your instructor will typically aim to use fair and sound professional judgment to determine whether late penalties can be waived altogether, 'flattened' to an amount, reduced by an amount, etc., and/or which new due date is appropriate. Several factors can often help your instructor to arrange greater leniency or room for academic discretion, such as:

- When specific guidance is available from academic advisors or other support professionals;
- When your placeholder submission shows evidence of diligent advance preparation before the emergency arose;
- When your timely correspondence throughout the problem-solving process helps to maximize the range of solutions that are practically available.

Your Faculty Office Supports

If you are facing short-term, medium-term, or long-term medical issues, personal emergencies, complex family situations, or other difficulties affecting your academic work, you should consider contacting your Faculty Office for support. Staff at the faculty office will be able to help you communicate with all of your instructors at once. Your Faculty Office is the right place to bring medical or other documentation affecting periods longer than the three days covered under the MSAF system.

If you are a Social Sciences student, your Faculty Office is the Social Sciences [Office of the Associate Dean Academic](#), located at Kenneth Taylor Hall, Room 129. The main desk can be contacted by email at socscfac@mcmaster.ca and at 905-525-9140, extension 23772. Academic advisors can also help provide strategic guidance or referrals. For more information, visit: [the Social Sciences Academic Advising Page](#).

University Policies

Academic Integrity*

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity. Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: “Grade of F assigned for academic dishonesty”), and/or suspension or expulsion from the university. It is your responsibility to understand what constitutes academic dishonesty. For information on the various types of academic dishonesty please refer to the Academic Integrity Policy, located at the [McMaster Academic Integrity Website](#).

The following illustrates only three forms of academic dishonesty:

- Plagiarism, e.g. the submission of work that is not one’s own or for which other credit has been obtained.
- Improper collaboration in group work.
- Copying or using unauthorized aids in tests and examinations.

Course Policy on Academic Integrity

A significant part of academic integrity involves learning to use scholarly and non-scholarly sources in a way that gives appropriate credit for other people’s ideas, writing and phrasing. Please keep track of the sources from which you gather information and insight.

- You should give credit for others’ ideas using academic citations, for example, in-text parenthetical references, footnotes, or endnotes.
- All quoted passages, sentences, and phrases should be acknowledged using quotation marks, e.g. “like this”.

Learning how to demonstrate academic integrity is a key learning outcome in this course, and will be supported in course exercises and materials.

Originality Checking*

In some assignments for this course we will be using a web-based service (Turnitin.com) to reveal plagiarism. Digital work submitted via *Avenue to Learn* will be automatically submitted to Turnitin.com so that it can be checked for academic dishonesty, and so that the paper can be marked digitally using the service’s digital feedback system. Students who do not wish to submit their work to Turnitin.com have the right to arrange, with the instructor, an alternate submission method that bypasses Turnitin. No penalty will be assigned to a student who does not submit work to Turnitin.com. All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, etc.). To see the Turnitin.com Policy, please go to the [McMaster Academic Integrity Website](#).

Student Rights and Responsibilities

Expectations*

As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working communities. These expectations are described in the [Code of Student Rights & Responsibilities](#) (the “Code”). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, **whether in person or online.**

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students’ access to these platforms.

Copyright and Recording*

Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, **including lectures** by University instructors

The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

Course Policy on Extended Absences & Re-Engagement

The design and pacing of this course is linked to learning objectives involving strong academic habits, workload management, and engagement with peers. Students are expected to engage with course materials weekly, if not several times per week. See ‘Expected Time Commitment’, above. You will have plenty of flexibility and options for how to manage your time each week, including in situations where circumstances prevent you from attending a synchronous session.

The ‘pattern’ evaluation approach in this course is intended to recognize that everybody has difficult days or rough weeks. (See ‘pattern evaluation’, above.) However, a coping strategy of disengaging for several weeks at a time is not in keeping with the academic goals of the course.

Ongoing communication is crucial for addressing difficulties. If you do find yourself unable (e.g. for medical reasons) to engage with our course materials for a period of more than one week, please [email the course instructor](#) at your earliest opportunity to develop a plan. Depending on the circumstances, please prepare by reviewing the ‘course policy on special consideration’, above, and ‘academic accommodations’, below. Early and regular contact will help to keep problem-solving options open. While students are always welcome to re-engage after long absences, delays and non-communication will limit the options available for resolution.

Academic Accommodations

All students, please note: If you need to request accommodation or exception for any reason, please note that making your request as soon as possible will allow greater flexibility in making arrangements. Delaying your request will typically result in a progressively narrower range of options being available for accommodation.

Student Accessibility Services (SAS)*

Students with disabilities who require academic accommodation must contact [Student Accessibility Services](#) (SAS) at 905-525-9140 ext. 28652 or sas@mcmaster.ca to make arrangements with a Program Coordinator. For further information, consult McMaster University's [Academic Accommodation of Students with Disabilities](#) policy.

Course Policy on SAS Accommodation and Exception

If you require academic accommodation through SAS, be sure that you arrange your accommodations with SAS as early as possible, even if you hope you will not need to make requests based on them.

Students registered with SAS are encouraged to note the guidance on the [SAS Website](#): “When your instructor reviews and acknowledges receipt of your accommodations, an auto generated email will be sent to you requesting you to communicate with your instructor. You are expected to communicate at the beginning of the term with each of your instructors for all courses with accommodations requested. SAS strongly recommends you meet with your instructors in person to discuss your accommodation plan and implementation.”

Early communication about whether, when and how your registered accommodations might apply to this course will help to identify options and make contingency plans. Please follow-up on the acknowledgment of your letter by making contact with the instructor, even if you do not yet wish to make requests based on your accommodations. Delaying this follow-up communication will typically result in a progressively narrower range of options being available for accommodation.

Similarly, when you need to make a specific request regarding a course assignment based on your registered accommodations, getting in touch as early as possible will help ensure that a greater range of options for accommodation are available. Delaying your request until close to (or after) the assignment or test date will typically result in a progressively narrower range of options being available for accommodation.

Accommodation For Religious, Indigenous Or Spiritual Observances (RISO)*

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the RISO policy. Students requiring a RISO accommodation should submit their request to their Faculty Office normally within 10 working days of the beginning of term in which they anticipate a need for accommodation or to the Registrar's Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

Online and Electronic Course Components

Avenue to Learn*

In this course we will be using Avenue to Learn (“Avenue”) for the online components of the course. Students should be aware that when they access the electronic components of this course, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation, may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in this course will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

Digital Submissions

The written assignments in this course will be submitted via the digital Drop-Box function on Avenue to Learn, found under the Assessments tab. Many file types are compatible with the submission system, including Microsoft Word, WordPerfect, PostScript, Adobe Acrobat (.pdf), or Rich Text (.rtf) files. If your word processing program uses a file type not listed here, please contact the instructor to check compatibility. Please note that Pages files and Google Docs files are not compatible with Avenue to Learn, but both types can be converted to workable types.

Individual assignments submitted electronically must somehow include your last name in the filename, e.g. “Khan – Annotated Bibliography.pdf”

Printed copies of assignments submitted online will not typically be required unless otherwise stated on the assignment sheet.

Faculty of Social Sciences E-Mail Communication Policy

It is the policy of the Faculty of Social Sciences that all e-mail communication sent from students to instructors (including to TAs), and from students to staff, must originate from the student’s own McMaster University e-mail account. This policy protects confidentiality and confirms the identity of the student. It is the student’s responsibility to ensure that communication is sent to the university from a McMaster account. If an instructor becomes aware that a communication has come from an alternate address, the instructor may not reply at his or her discretion.

Extreme Circumstances*

The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email.

Online Syllabus Version: Version 1.0 – Check Avenue to Learn for Updates